

2006 City of Oakland CUPA Program Evaluation Deficiencies and Corrective Actions Correction Plan

1. **Deficiency:** The CUPA is not remitting the state surcharge to the state within 30-days after the end of each fiscal quarter.

CUPA Corrective Action:

To address Deficiency 1, the City of Oakland CUPA has met with the City of Oakland Fire Department Fiscal Management staff regarding their assistance in the timely submittal of collected State of California CUPA Surcharge fees. It has been determine that CUPA staff will submit to the fiscal department the projected surcharges to be remitted to the State in order for a remittance check to be issued within the timeframe specified by regulation.

Correction Timeframe – 60 Days

Cal/EPA Response: Cal/EPA is satisfied with the progress the CUPA is making towards correcting this deficiency. Please provide Cal/EPA an update on the next deficiency progress report that is due April 10, 2007.

2. **Deficiency:** The CUPA is not documenting actions taken by businesses to return to compliance with violations cited in Notices to Comply/Inspection Reports.

CUPA Corrective Action:

The Oakland CUPA currently issues Return to Compliance Notices for violations noted during an inspection. Current policy has this document being return to the inspector, who then verifies that the violations have been corrected. The Return to Compliance notice is then return to the facility folder. In order to address Deficiency 2 the Oakland Fire Department will be implementing the following policy changes.

1. Staff instruction to provide the CUPA Program Manager/Assistant Fire Marshal with a list of all facilities that were issued Return to Compliance notices in the pervious inspection year FY 05/06 to be identified.
2. Staff will document on the Oakland Fire Department Inspection report form what actions were taken by the facility to correct the violation. In addition the narrative will also identify will form of enforcement action was taken.

Correction Timeline – 120 days

Cal/EPA Response: Cal/EPA is satisfied with the progress the CUPA is making towards correcting this deficiency. Please provide Cal/EPA an update on the next deficiency progress report that is due April 10, 2007.

3. **Deficiency:** Inspection Reports issued by the CUPA do not include observations or other information in enough detail to determine if those items are violations, observations or suggestions.

CUPA Corrective Action:

To address Deficiency 3, the Oakland Fire Department CUPA staff was issued copies for mandatory reading of the following documents;

1. Inspection Report Writing Guidance for Unified Program Agencies
2. Violation Classification Guidance for Unified Program Agencies.

Upon completion of the document review, in-house training will be conducted on the guidance documents. In addition, the CUPA Program Manager will send CUPA staff to outside inspection report writing training as it becomes available. Key points will then be merged into the Oakland Fire Department CUPA Inspection Procedures.

Correction Timeline – 120 Days

Cal/EPA Response: Cal/EPA is satisfied with the progress the CUPA is making towards correcting this deficiency. Please provide Cal/EPA an update on the next deficiency progress report that is due April 10, 2007.